



Mail application to:  
STATE DEPARTMENT OF EDUCATION  
DRIVER EDUCATION  
PO Box 83720  
Boise, ID 83720-0027

**RENEWAL APPLICATION**

***Commercial Driving School  
Instructor License***

YEAR \_\_\_\_\_

**Instruction Sheet/Checklist for Attachments**

**COMMERCIAL DRIVING SCHOOL**

**LICENSE APPLICANT'S NAME:** \_\_\_\_\_  
(please print or type)

**COMMERCIAL DRIVING SCHOOL (Optional):** \_\_\_\_\_

**All requested information, required fee, and this checklist, must be included with this application.** All commercial driving school instructor licenses automatically expire on December 31<sup>st</sup> and must be renewed before any instruction is given in the new year.

**Allow a minimum of 30 days to process your application.**

**Please attach the following:**

1. \_\_\_\_\_ Completed and signed application
2. \_\_\_\_\_ \$10.00 non-refundable application fee payable to the State Department of Education (§49-2104)
3. \_\_\_\_\_ Medical exam, **if due** (required every two years) (State Board Rule, Section 7.2)  
My next exam is due \_\_\_\_\_
4. \_\_\_\_\_ ***Criminal History Background Check/Fingerprint Card, if there has been a change of employment status.*** (§49-2103) (State Board Rule, Section 1.6) Fingerprints must be rolled on the State Department of Education's fingerprint card (This process can take 6-8 weeks)  
\_\_\_\_\_ ***Multiple Assignment Employment*** form, if you are a Public School Teacher, **and resubmitting Criminal History Check**  
\_\_\_\_\_ \$40.00 non-refundable check for processing fingerprint card if submitting for a new Criminal History Check

**The SDE will verify the following:**

- \_\_\_\_\_ ITD Driving Record. Clear? \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ 15 Hours of Professional Development completed every two (2) years \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Hours required for existing licensees beginning March 2005 and required before January 1, 2008 for renewal)

**Failure to submit a complete application, with attachments, will  
result in the return of your application.**

***NOTICE***

***§49-2105, Idaho Code, the State Board of Education may refuse to issue, or may suspend or revoke a license in any case where the board finds the applicant or licensee has violated any of the provisions of this chapter or the regulations adopted by the State Board of Education. A suspended or revoked license shall be returned to the State Board of Education by the licensee.***

Meets minimum standards: \_\_\_\_\_

Date \_\_\_\_\_

SDE Driver Education Specialist Signature

# LICENSE RENEWAL APPLICATION

## Commercial Driving School

### INSTRUCTOR LICENSE

*Application must be typed or printed legibly*

**FOR RENEWAL YEAR** \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Ph. # \_\_\_\_\_ Work Ph. # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Driver License Number: \_\_\_\_\_ DOB \_\_\_\_\_

#### APPLICANT VERIFICATION

- Have you ever been charged or convicted of any crime or violation of any law in any state, federal, or military court?  
**Note:** For the purposes of this question, "a charge or conviction" means (1) all instances in which a plea of guilty or *nolo contendere* is the basis of conviction, (2) all proceedings in which a sentence has been suspended, deferred, or withheld, and (3) all proceedings in which the prosecution was deferred. Yes ( ) No ( )
- If yes, the following applies: if you were adjudicated of a **MISDEMEANOR** less than five (5) years ago, it is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense(s). If more than five (5) years ago, a written explanation is necessary. If you were adjudicated of a **FELONY**, regardless of how long ago: It is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense(s).
- I certify that I have reviewed the Idaho Laws and State Board Rules governing the practice of an "Approved Driver Education Course" provided by a Commercial Driving School Instructor and that I will comply with those laws and rules should I be granted licensure. \_\_\_\_\_

Initial Here

By your signature upon this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of a licensed Idaho Driver Education Instructor. Entry of false information on this application could result in denial of your application or revocation of your license.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date